

ABSTRACT OF THE DISCLOSURE

There are provided a provide a document management method, a document management system, and a storage medium storing a program for executing the method, which enable a plurality of documents provided with identifiers having respective priorities to be collectively subjected to processing operations according to the order of priority. A plurality of files of documents are managed by recording the plurality of files of documents such that the files can be retrieved. Attribute information of recorded ones of the plurality of files, information of results of retrieval carried out on the files, and information of indices for the files, are listed on a file-by-file basis, in a single document file list. Identifiers having respective priorities independent of the results of the retrieval are assigned to a plurality of files listed in the single document file list, that are desired to be subjected to a predetermined identical processing. The listed files to which the identifies having the respective priorities are assigned, are subjected to the predetermined identical processing according to the respective priorities of the identifiers.